

Centennial City Clerk Monthly Report May 2010

Activity

Boards and Commissions and Ad Hoc Appointment Committees

The City Clerk staffed ad hoc appointment committees for Board of Adjustment, Board of Review and Planning and Zoning Commission during the month of May.

The City Clerk's Office hosted a Quasi-Judicial Board Training workshop, conducted by Bob Widner, City Attorney, for all Boards and Commission members. Thirteen (13) members of the Planning & Zoning Commission, Liquor Licensing Authority, Board of Adjustment and Board of Review attended.

City Council Meetings

The City Clerk and Deputy City Clerk staffed three City Council meetings in May. Audio recordings of each meeting and approved minutes are available via the city's web site at www.centennialcolorado.com.

Elections and Election Commission

The Election Commission met on May 18, 2010. Currently under discussion is the Commission's upcoming recommendation to City Council regarding an election ordinance which will be specific to the City of Centennial.

Liquor Licensing

The Centennial Liquor Licensing Authority conducted a preliminary hearing on May 20, 2010 concerning a violation of the Liquor Code by Drink Ventures, LLC, dba Drink Wine & Spirits, 6631 S. Peoria Street, Centennial. A stipulation was agreed to by the Authority and the Licensee to include a suspension of 10 days, with 5 days held in abeyance for one year; and payment of a Fine in Lieu of the 5 day suspension as defined by the Authority as May 28, 2010 through June 1, 2010. The licensee agreed that all employees of Drink Wine & Spirits must attend and complete State of Colorado approved sellers/server's training class

and a sign, to be provided by the City, must be posted on the licensed premises May 28, 2010 through June 1, 2010.

Two (2) Special Events permits were issued: the Littleton Firefighters Foundation, at 6580 S. Vine Street, for a fundraiser/hockey tournament on May 21, 22, 23, 2010; and TAPS, 6225 S. Frasier Street, for their yearly fundraiser on June 19, 2010.

Nine (9) renewal applications were processed by the Deputy City Clerk.

Passports

The passport office was opened on Wednesdays, 8:30 a.m. to 12:30 p.m. and Thursdays and Fridays, 9:00 a.m. to 4:00 p.m. for walk-in appointments during the first week of May.

Beginning on May 12th, the City Clerk's office accepted applications by appointment only. An on-line appointment booking program was added to the City's Web site for scheduling of appointments by applicants. The City Clerk's office received numerous compliments regarding the ease of the appointment setting process.

One hundred sixty-four (164) passport applications were accepted and sent to the U.S. Department of State. Seventy-four (74) photos were taken.

Public Records Request

The City Clerk's office processed three (7) public records requests in May. All requests were completed in a timely manner according to the Colorado Open Records Act.

Special Projects

The City Clerk's Office hosted a luncheon for Municipal Clerk's Week. Fifty-three, (53), metro-area City Clerks and their staff, Mayors, City Managers, and other Government Officials attended.

The City Clerk and Deputy City Clerk attended Election Official Certification Training conducted by the Colorado Secretary of State's Office on May 11th. Topics covered were: Polling Place Set Up and Management, Mail-in Ballots, and Canvass Procedures.

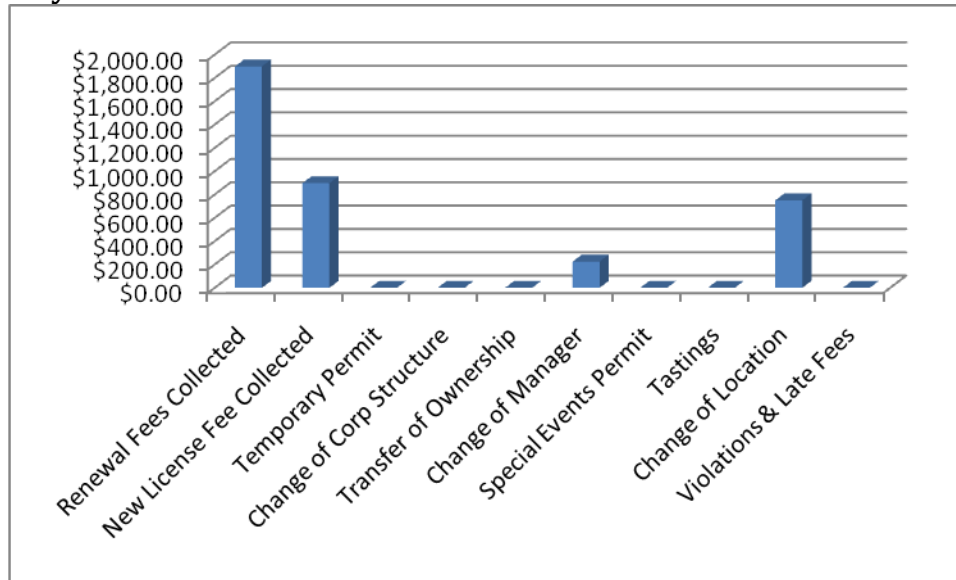
Fees

Liquor Licensing

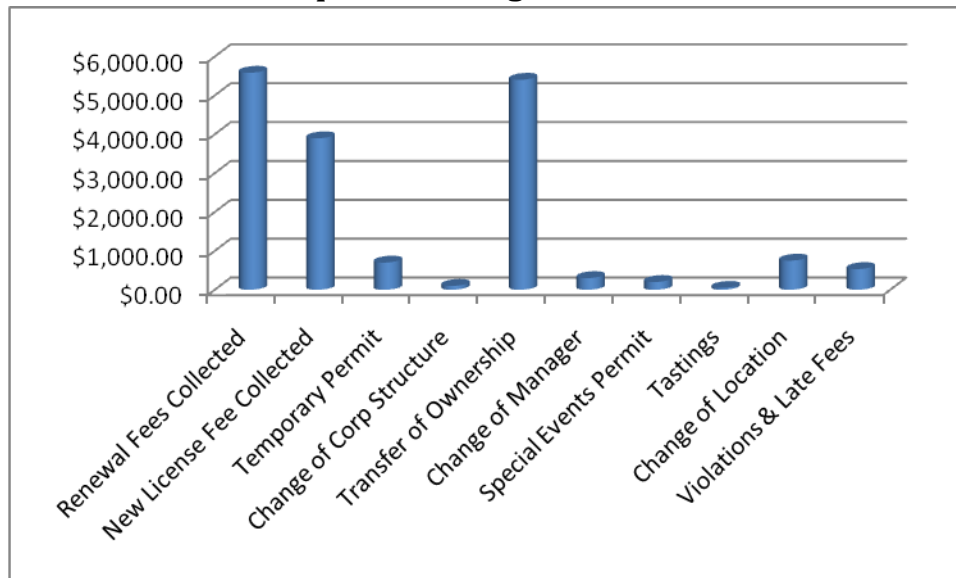
Total Licensing Fees Collected May 2010: **\$3,771.25**

(Compared to Total Licensing Fees Collected in May 2009: \$1,825.00)

May



Year to Date Total Liquor Licensing Fees Collected: \$ 17,519.09



Passports

Total Passport Fees Collected May 2010: **\$4,840.00**

Execution Fees to the City of Centennial: **\$4,100.00**

Photo Fees Collected: **\$740.00**

Year to Date Total Fees Collected 2010: **\$14,080.00**

Public Records Request

Total Public Records Request Fees Collected May 2010: **\$20.00**

Year to Date Total Fees Collected 2010: **\$368.75**

Total Fees Collected by the City Clerk's Office Year to Date (2010): \$31,967.84

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES
\$17,519.09	\$368.75	\$14,080.00

